

Class Code 5310/Nonexempt  
Position Title Senior Coordinator  
Working Area Traffic Engineering/ATMS  
Effective Date October 1, 2002



## **JOB DESCRIPTION**

### **Scope**

Supervisory, administrative and technical work coordinating the day-to-day maintenance operation of the County's Advanced Traffic Management System (ATMS).

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Perform system administration for County's ATMS local area network and associated personal computers. Install servers, perform maintenance and support. Perform network administration and install network equipment. Diagnose, troubleshoot and repair computer problems. Install hardware, software and peripherals. Provide both personal computer software and hardware recommendations. Assist in identifying technical (equipment, software, training etc) solutions.

Plan operational schedules, assign work priorities and provide day-to-day supervision for ATMS personnel. Provide technical input as requested for engineering designs, budgeting and operational requirements. Coordinate ATMS activities with the Florida Department of Transportation and local governmental agencies. Provide training and instruction to ATMS and signal operations personnel on the latest state of the art equipment and techniques. Perform after hour on call duty as necessary. Initiate and effectively recommend to the Traffic Engineer, for final approval by the Department Director for hiring, termination, performance evaluations, disciplinary and commendatory actions for assigned personnel.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Local area network operating characteristics, capabilities and limitations. Software and hardware troubleshooting and maintenance. Frame relay and fiber optic characteristics and troubleshooting. Network protocols including TCP/IP and IPX/SPX.; firewalls, DNS and proxy servers. Netware and NT server operating systems, and integrated Novell and Microsoft environments. Fiber optic cable installation and maintenance. Traffic operations theories and practice. Database management. Must present ideas clearly and concisely orally and in writing. Perform functional and performance tests, analyze test results, detect programming errors and perform proper corrective action. Troubleshoot routers, hubs, switches and DSU/CSU's and use various test equipment. Meet and deal effectively with the public, county staff, and Elected Officials. Organize and prioritize tasks simultaneously.

#### **Education**

Associates's Degree and three (3) years progressively responsible experience in network administration, with supervisory experience preferred. Microsoft and Novell certification is preferred. *A comparable amount of education, training, or experience may be substituted.*

**Working Conditions**

The work environment for this position is generally an office setting, however occasion field work may be required. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.